

BASELINE DOCUMENTATION CHECK LIST

LAND CONSERVATION INVESTMENT PROGRAM (LCIP)

Information included in LCIP Baseline Documentation File:

- 1. Table of Contents.**
- 2. Road map with directions** to conservation easement (CE) parcel.
- 3. Topographic map** of area including CE parcel with property boundaries drawn.
- 4. Conservation Easement Summary-** including: easement name, acreage, location/road, town, county, registry recording information (book, plan, page, date), grantor's name, grantee's name, brief description of properties' conservation values and purposes of CE, and terms of CE (non-standard terms, standard LCIP easement terms).
- 5. Copy of Conservation Easement Deed.**
- 6. Conservation Easement Baseline Documentation Report-** including: description and dimensions of buildings or structures on property (sheds, barns, docks, utilities, gravel pits), condition of property (current land use, unusual ecological, historical, or geological features, and specific areas or features that are restricted by the terms of the CE or conditions that may change when landowner exercises reserved rights). This section is generally signed by both the landowner and the easement grantee.
- 7. Title opinion**
- 8. Ground photographs** numbered, dated, listed with brief description, and keyed to survey map.
- 9. Aerial photograph** (mylar overlay with property boundary is helpful).
- 10. Survey map** of CE parcel (with photo-points).

Other information that may be included in baseline file includes:

1. Reports and/or inventories of rare and endangered species on or in vicinity of CE parcel.
2. A general description of vegetation cover types and soils.
3. Full description of manmade features on parcel, with necessary photographs.

Generally, two copies of the baseline file are completed and secured in binders. One copy is kept in a safe place (fireproof) and the second is used in the field during monitoring visits.